

National Archives and Records Administration

§ 1206.52

§ 1206.50 What must I provide as a formal grant application?

You must submit the following materials as part of your grant application:

(a) *Application forms.* You can obtain copies of the following application forms from the Commission:

If you are an applicant for . . .	Then you must submit . . .
(1) NHPRC publication and records grants	"Application for Federal Assistance" (Standard Form 424) and "Budget Form" (NA Form 17001; OMB Control Number 3095-0004);
(2) Subvention grants	NHPRC subvention grant application (OMB Control Number 3095-0021), "Application for Federal Assistance" (Standard Form 424) and "Budget Form" (NA Form 17001);
(3) Archival or historical documentary editing fellowship host institutions.	NHPRC "Application for Host Institutions of Archival Administration or Historical Documentary Editing Fellowships" (OMB Control Number 3095-0015)
(4) NHPRC-sponsored fellowships	"Application for Archival Administration or Historical Documentary Editing Fellowships" (OMB Control Number 3095-0014);
(5) NHPRC-sponsored editing institute	"Application for Attendance at the Institute for the Editing of Historical Documents" (OMB Control Number 3095-0012).

(b) *Assurances and certifications.* You must submit the following assurances and certifications, signed by an authorized representative of your institution, or if you are an individual applicant, by you:

(1) "Assurances—NonBConstruction Programs" (Standard Form 424B).

(2) "Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-free Workplace Requirements."

(c) *Project summary.* You must submit a project summary. A description of the project summary is found in the booklet *Grant Guidelines: How to Apply for NHPRC Grants, How to Administer NHPRC Grants* that is available from the NHPRC and from State historical records coordinators.

(d) *List of performance objectives.* You must list in the proposal from four to seven quantifiable objectives by which the project can be evaluated following the submission of the final report and the closing of the grant. NHPRC evaluates the project to determine whether it produces the results promised in grant applications.

(e) *Submission requirements.* Send the original, signed copy of your application to the NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue, NW, Washington, DC 20408-0001. Your properly completed application and any materials you send with it (such as pamphlets and photographic prints) will not be returned to you. Additional copies must be sent as follows:

If you are applying for . . .	Then you must send . . .
(1) A documentary editing project that has previously been supported by the Commission.	Two additional copies to the NHPRC;
(2) A subvention grant	Two additional copies to the NHPRC;
(3) A new documentary editing project	Two additional copies to the NHPRC;
(4) A records grant and you are a Native American applicant ...	Two additional copies to the NHPRC;
(5) A records grant that is being done in a state where there is a State historical records advisory board.	One additional copy to the NHPRC and one copy to the State historical records coordinator. In order to help facilitate the review process, however, it is recommended that applicants send a copy for each member of the state board;
(6) A records grant whose work will take place in more than one State.	Two additional copies to the NHPRC.

§ 1206.52 Who reviews and evaluates grant proposals?

(a) *State boards.* State historical records advisory boards evaluate records proposals on technical merits as well as on their relation to State-

plan priorities. The board can return proposals it finds inappropriate or incomplete, with recommendations for revision, on which we will not act unless the applicant submits a revision for consideration in a later cycle. The